



# Wyoming



Entered the Union: 1890  
 Population (est. 1994): 476,000 Rank: 50/50  
 Land Area (square miles): 97,105 Rank: 9/50

**State Historical Records Coordinator (acting):**  
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ARCHIVES AND RECORDS PROGRAM	FINANCES 
<b>State Archives Established:</b> 1951 <b>State Records Management Initiated:</b> 1959 <b>Archives and Records Management Placement</b> Department of Commerce; Division of Parks and Cultural Resources; Archives, Records Management, and Micrographics Services	<b>State Govt Expenditures (1993):</b> \$1,657,030,000 <b>Total Budget, Archives and Records Management (FY 1994):</b> \$702,332 <b>Percent of Total State Expenditures Allocated to Archives and Records:</b> 0.042 % State Archives funding has increased over last 2 years.

STAFFING

State Government FTEs (1992):

11,274

Archives & Records FTEs (1994):

Total	22
Archives	8
Records Mgt	5
Micrographics	9

Number of Archives/Records FTEs per 1000 State FTEs:


1.95

Average earnings for all full-time state employees

(Oct. 1992): \$24,660 per year

Salary ranges for entry level professionals

Archivist	\$19,128-30,660
Records Analyst	\$26,736-44,316

ACCESS TO RECORDS IN STATE ARCHIVES		
<b>Reference services provided (FY 1994)</b> Total 3,667	<b>Arrangement and description activities (FY 1994)</b> Records arranged and described 2,605 cu. ft.	
<b>Services provided free of charge:</b> Use of reference room Answers to in-state and out-of-state mail requests	<b>Descriptions of holdings are provided through:</b> Networks: RLIN (limited) OCLC (limited) Will be on Wyoming Library database in FY95	
<b>Services provided for a fee:</b> Photocopies and faxes of documents or finding aids Typed certified copies or exemplifications Commercial use of documents/photos  No fees have been initiated in last 2 years.	<b>Nonelectronic finding aids</b> available at State Archives describe 100% of the holdings at the record group and series level.  <b>Published finding aids</b> produced by State Archives describe 95% of holdings at record group and 90% at series level	



**ELECTRONIC RECORDS**

State Archives has an electronic records management program integrated with its regular program.

State Archives has surveyed/inventoried and scheduled dispositions for electronic records.

State Archives provides security storage for and has accessioned electronic records.

State Archives has issued Standards and Guidelines for Digital Image Systems.

State Archives sponsored an electronic records management seminar.

**RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES****Definition of a record**

1982 statute

E-mail and electronic records are not specifically included.

**Public's right to access to government records**  
provided in statute.

**Restrictions to specific classes of records**  
provided, no time limits set.

**Permanent paper standards**  
None

**Optical imaging standards**  
guidelines

**Admissibility of microfilm**  
statute

**Admissibility of optical images**  
other authority

**Admissibility of electronic records**  
other authority

**Theft/defacement of a public record**  
None

**Replevin**  
None

**INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES**

**Information Resources Management**  
No activity reported.

**Information Policy Coordination**  
No activity reported.

**Government Information Locator Service**  
No activity reported.

**Electronic Access to Government Information and Services**

NASIRE reports that Wyoming is conducting a pilot project for electronic access to government information and services.

NGA reports that Wyoming is implementing a smart card program for benefits. Also will be able to share immunization data and facilitate client transfers using a portable health database.

State of Wyoming  
gopher://ferret.state.wy.us//

State Library  
gopher://159.238.106.10/

**SHRAB ACTIVITIES****Assessment and Strategic Planning Project**

The Wyoming State Historical Records Advisory Board completed the assessment phase of its project in 1994, including a survey of repositories in the state. In 1995 it completed and published its strategic plan.

**FOR FURTHER INFORMATION****State Archives and Records Management**

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**Notes****Abbreviations/Acronyms**

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

**Sources**

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHR report: Carl Hallberg, Senior Historian, Wyoming State Archives, Barrett Building, Cheyenne, WY 82002. Telephone: (307) 777-7013.

Estimated State Population (July 1, 1994): Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.